



Town of Amherst Planning Board – Form A
Application for Endorsement
of Approval Not Required (ANR) Plan

For Office Use:

Application #: _____

Date Received: _____

Fee (\$): _____

Received By: _____

Date of Endorsement: _____

APPLICANT INFORMATION:

Applicant: _____

Address: _____

Telephone: _____

Fax/Email: _____

Owner: _____

(if different from applicant)

Address: _____

Telephone: _____

Attorney/Designer/Consultant:

Address: _____

Telephone: _____

PROPERTY INFORMATION:

Property Address/Description: _____

Deed of Property Recorded in: _____

Book: _____ Page: _____

Map/Parcel: _____

Zoning District: _____

Number of Existing Parcels/Lots: _____

Number of Proposed Parcels/Lots: _____

Frontage (in feet) of proposed parcels/lots: _____

To the Planning Board:

The undersigned, believing that the accompanying plan of his/her property in the Town of Amherst does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that Planning Board approval under this Law is not required. All information and materials required in the checklist on page 3 of this application have been provided.

Signature of Owner: _____

Date: _____

Signature of Applicant (if other than Owner): _____

Date: _____

*** Please submit Original, reproducible Mylar Plan and four (4) paper prints of the Plan.**

For Office Use Only:

1. Application # _____

2. Town Engineer:

Reviewed: _____ Date: _____

Comments:

3. Phased Growth Bylaw (Section 14, Zoning Bylaw)

A. Applicable: ☐ Yes ☐ No

B. If applicable, development authorization dates established:

4. Endorsement signed by Planning Board: _____(Date)

5. Reproducible returned to applicant: _____(Date)

6. Town Clerk/Building Commissioner/Town Engineer/Assessor notified of endorsement:

_____ (Date)

CHECKLIST OF FILING REQUIREMENTS:

- ☐ This completed **application form**, submitted to the Planning Department. A copy will be submitted to the Town Clerk.
- ☐ **Application fee:** \$50/two lots + \$10 each additional lot
- ☐ **Development Schedule:** For projects including new dwelling units, each applicant shall submit a proposed development schedule with the application, as required by Section 14.5 of the Zoning Bylaw. Please refer to Article 14 of the Zoning Bylaw, Phased Growth, for information on Development Schedules (Section 14.3) and Modification of Development Schedules (Section 14.4).
- ☐ Original, reproducible Mylar **Plan** and four (4) paper prints of the Plan.
 - ☐ Plans show:
 1. Lengths of all arcs, radii, internal angles, points of curvature and tangent bearings pertaining to roadway alignment.
 2. Exact locations and widths of all easements for right-of-ways provided for public services or utilities, and any limitations of such easements.
 3. All lot numbers and lines, with accurate dimensions in feet and hundredths, and with bearings or angles related to street and easement lines including all property pins, monuments and bounds.
 4. All buildings owned by subject landowner(s) within 100' of any newly created property lines.
 - ☐ Plans include a statement that the Planning Board's endorsement is not a determination that the lots shown are buildable lots.
 - ☐ The plan must have survey-quality (accurate to a hundredth of an inch) control points no greater than 500ft apart on each sheet tied into the Massachusetts Mainland State Plane Coordinate System, NAD 1983 datum and NAVD 1988 (based on M.S.L.), units in feet, using control points provided by the Town on the Web GIS at www.amherstma.gov. Choose the property viewer, then the property of interest. Under the maps tab, choose Control Points. This will provide the 3 closest control points. The plan must note the coordinates (northing, easting and elevation) of the tie-in points, the datum, and the source and location of monuments used for data.

ATTENTION!



HOMEOWNERS, BUILDERS, CONTRACTORS, LANDSCAPERS & ARCHITECTS

Do NOT cut down, remove, or alter any existing TREE, SHRUB, or STONE WALL near a street until you have confirmed that they are *entirely* on private property!

Under the Shade Tree Act (MGL Ch. 87) and the Scenic Roads Act (MGL Ch. 40, Sec 15C) existing TREES, SHRUBS & STONE WALLS in Amherst are protected in the following areas:

- ☞ On private property if the tree trunk, shrub, or stone wall touches or extends into the public way (the public property that includes the street, sidewalks, and utility corridors); or
- ☞ In the public way, including in front of any private property being prepared/cleared for driveways, construction, connection to utilities, etc.

Violations of these laws can involve **FINES** up to **\$500**, **PLUS** the cost of replacing all trees, shrubs, and walls. Don't take the chance! Ask first.

FOR PROPERTY LINE INFO:

Jason Skeels, Town Engineer
Public Works Dept.
586 South Pleasant Street
Amherst, MA 01002
(413) 256-4050
skeelsj@amherstma.gov

FOR PUBLIC SHADE TREE INFO:

Stan Ziomek, Tree Warden
c/o Conservation Dept.
Town Hall, 4 Boltwood Ave.
Amherst, MA 01002
(413) 256-4045
conservation@amherstma.gov

FOR SCENIC ROADS INFO:

Amherst Planning Dept.
Town Hall, 4 Boltwood Ave.
Amherst, MA 01002
(413) 256-4040
planning@amherstma.gov

